Department of Accounts
Payroll Bulletin

Field Expansion Project Underway

Field Expansion near Completion

A new vendor supplied mandatory update of the CIPPS software will be implemented on October 1, 2004. This new version is known as "Field Expansion". As the name implies the largest change with this version is the size of a number of fields. That is, the name and address fields as well as most of the monetary fields are expanding in length. A few changes in the manner in which payroll transactions are entered have been identified. However, most changes are cosmetic in nature.

Changes to other applications as a result

FINDS (Financial Information Downloading System) and PAT (Payroll Auditing Tool) will also be modified accordingly for the field changes to CIPPS. The CAPP topics for these applications will be updated with the appropriate changes.

Training for Field Expansion

On-site training* will be provided during the month of August. These training sessions will be held in the following areas of the state:
- Hampton Roads August 10
- Northern Virginia, August 12
- Southwest Virginia, August 17 and
- Richmond, August 20

Each session will be hosted by DOA Training Analysts using a PowerPoint presentation that *highlights the changes* with the new software. Additionally, the PowerPoint presentation is available for viewing and downloading from DOA's web site prior to this training. Each Fiscal Officer *will be required to certify* that all employees performing payroll data entry into CIPPS have either attended an on-site training session or reviewed the web-based PowerPoint presentation by completing the attached form and submitting it to DOA payroll by September 15, 2004.

*Training is limited to CIPPS topics (FINDS and PAT is excluded).

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The Payroll Bulletin is published periodically to provide CIPPS agencies guidance regarding Commonwealth payroll operations. If you have any questions about the bulletin, please call Lora L. George at 804-225-2245 or send an email to Lgeorge@DOA.State.VA.US

State Payroll Operations

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Field Expansion Training Schedule

How to Register

To register for the CIPPS Field Expansion classes, please visit the DOA web training database site at **https://secure.doa.state.va.us/hrtraining/login.cfm** and complete the registration online. If you have not registered previously, you will need to do so online. Upon registering you will be given a student number to be used for all registering of DOA training opportunities.

While there, be sure to look at the other classes that are offered.

Training Locations and Dates

Description

Course Length: Lecture and PowerPoint Presentation – Three and a half hours offered from 8:30 a.m. to 12 p.m. or from 1 p.m. to 4 p.m. for each location offered.

Dates Offered: August 10, 2004 - Hampton Roads
August 12, 2004 – Northern Virginia
August 17, 2004 – Southwest Virginia
August 20, 2004 – Richmond

Course Locations: Hampton Roads – Christopher Newport University
Northern Virginia – Northern VA Community College, Ernst Cultural Ctr
Southwest Virginia – VA Western Community College
Richmond Virginia – John Tyler Community College, Featherstone Facility

Targeted Audience: Agency personnel directly responsible for processing payroll.

Note: This is not a complete CIPPS training. The data to be covered will be limited to the changes from the current software to the Field Expansion version of the software.

Certification of CIPPS Field Expansion Training

Agency: _____

Fiscal Officer: _____
(Fiscal Officer Signature)

Date: _____

I do hereby certify that the agency personnel responsible for CIPPS data entry (listed below) have completed the necessary training related to the Field Expansion version of CIPPS either through attendance at the DOA provided training or review of the online PowerPoint presentation located at http://www.doa.state.va.us/procedures/Payroll/payrollintropage.htm .

Name/Title	Phone #	E-mail Address	Indicate type of Training: ON (on-site) or PP (PowerPoint)

FAX completed form to Judi Ohde at (804) 225-3499.